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Fall 2005

CS 205: Computer Literacy and Office Automation

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CS205 COURSE SYLLABUS

Computer Literacy and Office Automation

Fall 2005 - Sections 4, 5 & 6

COURSE OBJECTIVES:

- To understand basic computer operations and the principal components of a computer and connected peripheral devices
- To understand and examine current operating systems, software utilities, device drivers and application software
- To define and understand current storage technology and learn about logical file storage and management
- To become proficient in using:
 - Windows XP
 - Spreadsheet Applications
 - Database Applications
 - Presentation Graphics Applications
 - To understand the basics of email

The course is divided into 6 modules and may be presented in the following order:

- 1) Computer Concepts
- 2) Introduction to Windows
- 3) Word Processing
- 4) Spreadsheet
- 5) Database
- 6) Presentation Graphics

The following software is used in the 320 Oelman lab:

- Microsoft Windows XP
- Microsoft Office 2003
- Internet Explorer

REQUIRED TEXTS:

Discovering Computers

Microsoft Office 2003 Introductory Concepts and Techniques (2nd Edition) by Shelly, Cashman and Vermaat

Sam 2003 Version 3.0

All Files referenced in the Office 2003 book can be found in U:\Student Data Files There is no need to download the files as described in the book

Note: You are responsible for purchasing the books and bringing them with you to class. Books for loan are not available in the classroom and lab.

REQUIRED MATERIALS:

2 high density diskettes (1.44 MB) – or other type of storage media

COURSE EVALUATION:

Each module includes one or more assignments to check your understanding of the presented material. The Instructor will announce due dates for each assignment. **Please keep all graded assignments for your records.** All assignments must be completed by the due date for full credit. No late assignments will be accepted unless prior arrangements have been made.

There are three written examinations covering the concepts and applications of each module. The exams are a combination of written and “hands-on” which require the use of the computer in 320 Oelman.

Attendance will be taken during each class. Please sign the attendance sheet in the front of the room each day. Missing class will adversely affect your grade.

Grades will be periodically posted on the class web page: www.wright.edu/~terri.bauer. Students are responsible for checking their grades periodically to ensure that all grades have been recorded correctly.

Exams must be taken at the scheduled times. If for emergency reasons, you are unable to take an exam on the scheduled date, **CONTACT YOUR INSTRUCTOR PRIOR TO THE EXAM.** Be prepared to provide supporting documentation.

If you do not finish your assignments during class, you may visit this lab during the listed open lab times, posted in the classroom or visit 152 C Russ 24 hours /day, 7 days/week.

*** Weekend lab hours will begin the second weekend after classes begin.** During the week-end, the only open door to Oelman is next to the student lounge area.

Disability Services: Students with special needs should make the Instructor aware of any requirements needed to complete CS205 during the First Class Meeting.

LABORATORY POLICIES FOR 320 Oelman

1. Do not modify or add files to the hard disk on the personal computers.
2. No eating, drinking, smoking or chewing gum at any time.
3. The printers are to be used for CS205 assignments only. Do not print an assignment or any other document unless instructed to do so by your instructor. For CS205 printed assignments, print 1 copy only.
4. Watch where you put your feet and hands. The computers are connected to the network and outlets by cables that can become unplugged if moved.
5. Making unauthorized copies of the software is prohibited.
6. Label all diskettes with YOUR NAME and SECTION NUMBER. (Disks are often left in the lab)
7. Do not move the computers or printers.
8. Notify the instructor or proctor of any hardware malfunction.
9. Do not use the computers during the lecture, unless instructed to do so by the instructor.

10. You are responsible for saving your work to your personal 3.5", 1.44MB diskette, not to the C or D drives on the personal computer. If you save your files to the hard drives, they will be deleted when the cleaning program is run.

CS205 Proficiency Exam

Students taking the CS205 Proficiency Exam will potentially earn credit for the course (4 credit hours) IF they can pass all sections of the exam with an average of 80% or better on each of the following sections;

- Computer Concepts
- Windows
- Word
- Excel
- Access
- PowerPoint

If a student passes the exam and is currently enrolled in the course, he/she must withdraw from the course.

HOMEWORK ASSIGNMENTS:

Completing a Project:

Before class, read through the proper chapter in the book. During your class lab or open lab, **Do The Project (Hands on work in chapter)**. In some of the later modules, you may be required to show certain files that are created during the project.

Computer Concepts Module

- Assignment 1:** *Read:* Office 2003 Book – Intro to Computers – Pages COM2-COM38
To Hand In: MC, Fill in the Blanks & T/F questions on handout. (Handouts are available in class)
- Assignment 2:** *Read:* Discovering Computers – Internet & World Wide Web
To Hand In: T/F and MC at the end of the chapter. For this assignment, use a word processor such as Notepad or Word to record the answers to the questions. Type in the question number and answer only. At the top of the sheet, enter your name & section number
- Assignment 3:** *Read:* Discovering Computers book – Computer Security Ethics & Privacy
To Hand In: T/F, MC and Short Answer at the end of the chapter. Enter the answers to the questions into a word processing program as described above.

Introduction to Windows Module (1@ 4 pts total) – On Disk

Read:

Office 2003 Book Windows XP Project 1 (pgs Win4 – Win89). Do all hands-on exercises in chapter for practice

To Hand In: Perform assignment on Windows XP worksheet (handed out in class).

On all printed assignments, include the required header and footer listed below

Header: Section # (left)

Name (right)

Footer: Date (left)

Assignment # (right)

Word Module (1 @ 10 pts) - Printed

Reading: Read Office 2003 Word Projects 1 and 2. Do both tutorials for practice

To Hand In: Type up a 2 page autobiography. You do not need to fill 2 pages, just make sure that the document goes on to the 2nd page. After typing the document, make the following changes;

- Change the Top and Bottom margins to 1.5
- Change the Left and Right margins to 1.5
- Enter your name as the first line of the document and center it
 - For this title only, use **Arial Black** font, size 16
- Insert any clipart image as the last line of the document and center the image
- Make the last sentence of the document Bold
- Use the header and footer described in the syllabus
- Print the document and hand in

Excel Module (4 @ 10 pts each) – Printed/Disk

All Excel Assignments must be printed twice – once showing values and once showing formulas
– each of the printouts should fit on one page

Assignment 1: Read: Office 2003 Book – Excel Project 1

To Hand In: In the Lab 2, page EX 59-61

- Step 7 – Save the workbook, but do not print
- Step 8 – Make the corrections, but do not print

- Skip Step 10
- Print the worksheet twice (**at the very end of all steps**), once showing values and once showing formulas. Staple the 2 printouts together and hand in

Assignment 2: Read: Office 2003 Book Excel Chapter 2

To Hand In: In the Lab 1, page EX 132-133 (**Part 1 Only**)

Special instructions:

- Staple both printouts together and hand in

Assignment 3: Read: Office 2003 Book, Excel Chapter 3

To Hand In: In the Lab 1, page EX 212-214 (**Part 1 and 2 only**)

Special Instructions:

- In step 5, format the assumptions so that they look the same as shown
- At the end of Part 2, print the **3-D column chart only**. Staple it to the other two printouts and hand in

Assignment 4: Read: Office 2003 Book, Excel Web Feature Chapter

To Hand In: In the Lab 1, page EX 239

Special Instructions:

- Part 1, step 3 – View the pages but **do not print**
- Part 2, step 2 & 3 – print the pages as instructed in each step. Turn in the pages stapled together along with the disk containing the file.

Access Module (3 @10pts each) – Printed/On Disk

Assignment 1: Read: Office 2003 Book, Access Chapter 1

To Hand In: In the Lab 1, page AC 56-58

Special Instructions:

- Skip steps 4 & 7
- During step 10, when you create the report, include your full name and section in the title. Print the report from Access (it will not have the required header and footer)
- When you are finished with the steps in the book, do the following steps so that you can print the table contents from Excel (If you are familiar with Word, you may print the tables from Word, rather than Excel).
 - Open the Item table in datasheet view. Highlight all of the records. Copy the records to the clipboard. Click on the Start button and open Microsoft Excel. In a new spreadsheet, make the file landscape and insert your required Header and Footer
 - Go under the Edit Menu to the “Paste Special” command. Choose the option for text.

- Return to Access (use taskbar on bottom of screen)
- Open the Supplier table in datasheet view and perform the same steps listed above to print the Supplier table from within Excel
- Both tables will be on the same sheet. Make sure that all data is visible in the cells
- Print from within Excel, with both tables (in landscape) and on one page
- Turn in both printouts stapled together (1 – Report, 2 – tables printout)

Assignment 2: Read: Office 2003 Book, Access Chapter 2

To Hand In: In the Lab 1, page AC 109-110 (Continuation of Assignment 1)

Do Not Print Each Step!!

Special Instructions:

- For each step, where it says to print, you should “SAVE AS” the query onto your disk. Use the step number from the book to individualize the queries. Create all queries in Design View.
- Skip steps 5, 8 and 10. (You should have queries when finished)
- When you are finished, run each query and copy to Excel (or Word) as explained in Assignment 1. You should be able to fit the results of all the queries on 2 – 3 pages. Print these pages in either landscape or portrait.
- Turn in the printouts stapled together with appropriate header and footer

Assignment 3: Read: Office 2003 Book, Access Chapter 3

To Hand In: In the Lab 1, page AC 168 (Continuation of Assignment 2)

Special Instructions:

- Step 3 – click on the browse button to find your Birds2U file from assignment 2
- Skip step 7
- Step 8, Use the delete query to delete the data from the table. Do not print
- Skip steps 12 & 13
- Print the contents of both tables as described in Assignment 1 on one page
- **Turn in disk containing the file as well as the printout**

Power Point Module (2 @ 10 pts) – Turn in On Disk

Assignment 1: Read: Office 2003 Book, PowerPoint Chapter 1

To Hand In: In the Lab 2, page PPT 72 – PPT 73

Special Instructions:

- Skip Step 6
- Step 7 – Close the file, but do not print. Turn in on disk

Assignment 2: Read: Office 2003 Book, PowerPoint Chapter 2

To Hand In: In the Lab 1 page PPT 132 – PPT 134

Special Instructions:

- Not all clipart images or pictures are available. Choose other options if necessary.
- ☐ Step 10: Email the presentation to me (terri.bauer@wright.edu). Your file will be attached to the email

Integration Project (1 @ 10 pts) – Turn in On Disk

Assignment 1: Read: Office 2003 Book, Integration Chapter 1, pg Int 4 – Int 40

To Hand In: In the Lab 1, page Int 42

Special Instructions:

- Step 3 – The second hyperlink will not create an email message. It should link to the web page of your choice. Link your chosen web page to the following text on the page “My Hyperlink”
- Step 8 – Do not print
- Turn in your disk